



PATROL OFFICER CITY OF GREEN BAY

The City of Green Bay is currently accepting applications for the position of Patrol Officer. An eligibility list will be established to fill anticipated vacancies in 2014.

The online application must be completed before candidates can receive consideration for this position. When completing the application, candidates must fill in all fields that apply. The work experience section must be completed even if a resume is included. Candidates should enter entire work history, including all internships and volunteer experience.

Applications that are submitted after the deadline will not be accepted. **Please note that the application deadline is 7:00 a.m. on Monday, December 9, 2013.**

Candidates selected to participate in the testing process can expect to receive notification via email with an invitation to participate in the written and report writing tests, which will be held on Tuesday, January 7, 2014. All candidates will be notified of their status via email no later than Monday, December 30, 2013. Candidates are asked not to call the Human Resources Department inquiring as to their status as no information will be provided over the telephone unless a candidate has not received notification by December 30, 2013.

IMPORTANT: CANDIDATE CONTACTS WILL BE MADE VIA EMAIL; THEREFORE, CANDIDATES SHOULD CHECK THEIR EMAIL REGULARLY. CANDIDATES ARE ALSO ADVISED TO CHECK THEIR SPAM MAIL.

Minimum Requirements:

1. Associate Degree in Criminal Justice OR a Bachelor's Degree or greater degree in any field. Must have degree by June 1, 2014.
2. Must be certified or certifiable (have completed recruit academy) as a law enforcement officer in the State of Wisconsin by June 1, 2014.
3. 18 years of age or older.
4. Valid driver's license and excellent driving record.
5. Must be a United States citizen.
6. Must not have a conviction of any Federal felony or any offense which, if committed in Wisconsin, would be punishable as a felony (unless the individual has an unconditional pardon).

Must have acceptable personal and professional history as determined by successfully completing a background investigation.

Candidates must meet requirements No. 1 and No. 2 by June 1, 2014. All other criteria must be met at the time of application in order to be considered.

Salary (2011 rates) – (1964.5 hours/year):

Step 1 (Starting)	73% of base rate	\$20.97/hour
Step 2 (After 1 year)	82% of base rate	\$23.55/hour
Step 3 (After 2 years)	91% of base rate	\$26.14/hour
Step 4 (After 3 years)	base rate	\$28.72/hour

Benefits:

The City of Green Bay provides a competitive benefit package including health, dental, and life insurance, retirement, vacation, and other leave.

Residency Requirement:

Current requirement: Residency within Brown County, counties which are contiguous to Brown County, or Southern Door County within one year of hire.

Recruitment Schedule:

The recruitment process has been scheduled as follows (please note this schedule is subject to change):

Monday, December 9, 2013@ 7:00 a.m.	Application Deadline
Tuesday, January 7, 2014	Written Test and Report Writing Test (See below for more information)
Thursday, January 16, 2014	Physical Agility Test
January 17, 20, 23 & 24, 2014	Initial Interview with Police Department Panel
Early to Mid February, 2014	Final Interview with Police and Fire Commission
Beginning in February, 2014	Background investigations conducted on top percentage of candidates to determine final eligibility and/or ranking on list

Report Writing Test:

Part of the written test includes a scenario-based report writing test. Candidates will be presented with a video recorded scenario and will be asked to write a police report/narrative from a Patrol Officer's viewpoint. No outside materials will be permitted for use in this exercise.

Please keep in mind that legibility is critical as the police report/narrative will be read by members of the Professional Standards Division and Human Resources Department. Reports that are hard to read are subject to receiving a poor evaluation or rejection.

Application Materials/Deadline:

Apply online at www.green-bay.org.

Applications must be submitted by 7:00 a.m. on Monday, December 9, 2013. Applications that are submitted after the deadline will not be accepted.

The City of Green Bay reserves the right to invite only the most qualified candidates to participate in testing and interviews. Please make sure that all application materials are completely filled out and accurate.

AN EQUAL OPPORTUNITY EMPLOYER